

FEB 10 1968

FILED: *Records 2*

RETURN TO

RECORDS MANAGEMENT DIVISION

ATTN : Deputy Director (Intelligence)
: Assistant to DD/I (Administration)

Chief, Management Staff

Records Disposition Plan, Office of Deputy
Director (Intelligence)

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1. Attached is the Records Control Schedule prepared for your Office by [REDACTED] of the Records Management Staff. This Schedule provides for the orderly preservation, retirement and destruction of your records holdings and can now be applied except for destruction action proposed on items 4 and 35. These require legal authorization from National Archives and Congress prior to destruction. You will be notified when this authority is received.

2. I think that you will be interested in the following significant facts that are derived from the records inventory:

a. There are 105 cubic feet of records maintained by your office in 32 pieces of filing equipment valued at \$6,196.00.

b. 31% of all your records have permanent value.

c. 17% of all your records consists of library material, and

d. 32% of all your records have only temporary value.

3. The immediate application of the Records Control Schedule will result in the elimination of 16 cubic feet of records through transfer to the Records Center and by destruction. This will provide an estimated savings of \$628.00 in filing equipment. Continued application of the Schedule will result in significant annual savings for your office.

4. In addition to the records disposition program established in the Schedule, a filing system was devised and installed for [REDACTED]

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~~SECRET~~

5. The cooperative spirit of your personnel made it possible for us to develop an effective records disposition plan that should be of assistance in the management of an important segment of this Agency's records. [REDACTED] was most helpful to our staff. [REDACTED] will be available at any time to assist in the implementation of your records management program.

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[REDACTED] 25X1A9a

ATTACHMENT
Records Control Schedule

Distribution:

Orig & 1 - Addressee
2 - C/MgtS
1 - RMS
1 - RDB

25X1A9a MgtS/RMS/[REDACTED]:jml (9 Feb.56)

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This memorandum and the attached schedule discussed with [REDACTED] and [REDACTED], Assistant to DDI (Adm.) 10 Feb 1956. They approved.

[REDACTED] 25X1A9a

10 Feb 1956.

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT